

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 01/16/14 (4:30 PM)

STATE JOB TITLE: ADMIN SPECIALIST II			STATE JOB CLASS: AA50	
BAND: 03	SALARY RANGE	\$ 021063 - \$ 038975	SPECIAL INCENTIVE: NO	
LEVEL: C	SALARY RANGE	\$ 022782 - \$ 036053	SCEIS POSITION #: 61022986	

DESCRIPTION OF DUTIES:

SERVES AS ADMINISTRATIVE SUPPORT TO THE DIRECTOR OF SUPPORT SERVICES, DIVISION OF HEALTH SERVICES. ASSISTS WITH CREATING AND UPDATING NEW AND EXISTING CONTRACTS. PREPARES LETTERS, MEMOS, REPORTS AND OTHER CORRESPONDENCE AS DIRECTED. ASSISTS WITH PROJECTS AS REQUIRED. MAINTAINS ACTIVE AND INACTIVE FILES OF VARIOUS REPORTS AND SPREAD SHEETS. PERFORMS OFFICE DUTIES TO ENSURE EFFICIENT OPERATION OF THE DIVISION TO INCLUDE ANSWERING TELEPHONES AND KEEPING CALENDAR OF MEETINGS, ETC. CHECKS MEDICAL ENCOUNTERS AND PRICES. APPROVES INVOICES FOR ACCOUNTS PAYABLE FOR PAYMENT. KNOWLEDGE OF CPT CODING PREFERRED. ACTS AS THE OFFICE HUMAN RESOURCES LIAISON.

COMMENTS:

PLEASE SUBMIT RESUME WITH APPLICATION FOR THIS POSITION.